

NAVAL HOSPITAL  
CAMP LEJEUNE, N. C. 28542

NAVHOSP 11320.1G  
37-nmh  
12 May 1972

NAVHOSP INSTRUCTION 11320.1G

From: Commanding Officer  
To: All Professional Services, Divisions and Wards

Subj: Fire Prevention and Fire Bills

Ref: (a) Hospital Fire Bill (Appendix I (Fire) to Annex H  
(Specific Disaster Procedures) to Disaster Control  
and Recovery Plan 1-70) (NAVHOSP, CLNC DCRP 1-70)

Encl: (1) Sample Fire Bill for Special Departments  
(2) Sample Fire Bill for Wards  
(3) Area Map of Naval Hospital  
(4) Box Numbers and Locations in the Naval Hospital Area

1. Purpose. To emphasize fire hazards and detail safe practices that must be vigilantly followed to prevent fire and potential disaster.
2. Cancellation. NAVHOSP INSTRUCTION 11320.1F is hereby canceled and superseded.
3. Background. All hands must recognize the danger of fire at this hospital. It is the duty of every individual to be constantly on the alert for fires and to report and correct all conditions that increase fire hazards.
4. In Case of Fire. In the event of a fire the person or persons discovering the fire will immediately:
  - a. Pull nearest fire alarm box.
  - b. Dial the Hospital Information Desk, extension 4300 or 4578, giving exact location of fire. If the telephone system is not in order, dispatch a messenger to the Hospital Information Desk to report the fire.
  - c. Station someone outside the building to direct the fire fighters to the scene of the fire.
  - d. Fight fire with fire fighting equipment at hand.

✓ 5. Action. Responsibilities are assigned as follows:

a. The Administrative Officer shall have general supervision of all matters relating to the prevention and control of fire and will maintain an up-to-date Hospital Fire Bill (reference (a)).

b. During his inspection of buildings and grounds, the Administrative Watch Officer shall be especially alert to observe and report all fire hazards, such as accumulations of inflammable rubbish.

c. Ward Medical Officers will direct the evacuation of their wards. They are responsible at all times for the safety of their patients and for the protection of property under their jurisdiction. They shall enforce the rules regulating smoking, post the Hospital and Ward Fire Bills in their Wards, and insure that personnel under their jurisdiction are thoroughly familiar with the provisions of these bills.

d. Chiefs of Services/Divisions are responsible for posting and maintaining up-to-date Fire Bills listing specific duties of military and civilian personnel under their jurisdiction in case of fire. Enclosures (1) and (2) are intended as a guide for the preparation of fire bills. Forms for the preparation of Ward Fire Bills may be obtained from Operating Services Division.

e. The Chief, Operating Services Division shall be responsible for the inspection and maintenance of all fire fighting equipment on the hospital reservation. He shall insure that a Hospital Fire Bill is properly posted in all working spaces.

f. The Hospital Corps Quarters Master-at-Arms shall insure that a Quarters Fire Bill is posted conspicuously and maintained in current condition in all Hospital Corps Quarters.

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g. Fire drills shall be held monthly at such time and place as the Administrative Officer may designate. Night fire drills shall be held periodically at unannounced times.

h. "NO SMOKING" signs will be prominently displayed in all places where smoking is prohibited.

i. All personnel handling oxygen cylinders will comply with the safety regulations.

j. Oily, waxy, greasy, and paint-soiled rags will not be kept in any building, but will be disposed of daily in the Dempster Dumpsters provided throughout the hospital grounds. Steel wool will be stowed in metal containers.

6. Sounding of Alarm. When a fire box is pulled, the alarm will be sounded automatically over horns located atop Building No. H-1 and by lights and bells in the wards. The fire whistle will be sounded manually.

a. The fire bells sound a 4-digit number with pauses between each number. The four digits are sounded three times with long pauses between each sounding.

b. The fire horns sound simultaneously with the fire bells.

c. Lights, numbers 8 and 9 on the enunciator system, flash simultaneously with the fire bells. Two fire warning lights will flash on wards without the enunciator system.

d. The fire whistle will sound one of two prolonged signals to designate fire assembly points for the fire party.

(1) Assembly Point "A" will be designated by continuous short blasts. Personnel will muster in Parking Lot "A", located behind the Emergency Room.

(2) Assembly Point "B" will be designated by continuous long blasts. Personnel will muster at Fire Box 1242, located midway between HCQ 1 and the Enlisted Recreation Lounge.

7. Interpretation of the Alarm Signal. The alarm signals a four-digit number which always start with the digit one. The second digit is never another one.

a. Listen for a long pause followed by the number one. Count the remaining numbers and remember the four-digit number.

b. Look on the map and on the listing of fire box numbers to determine the exact location of the fire; proceed to the appropriate Assembly Point.

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c. Examples: - - pause, - long pause, - pause, - - - pause,  
- - - - pause, - long pause. This signal would be 1341 which is  
Box 1341. From the Box Number Listing and Map location, you would  
note that the alarm was sounded in Building No. H-1, Deck No. 2,  
near the Laboratory and Eye Clinic. Proceed to Assembly Point "A"  
for further instructions.

*P. O. Geib*  
P. O. GEIB

12 May 1972

ENCLOSURE (1)

NAVAL HOSPITAL  
CAMP LEJEUNE, N. C. 28542

37-jnd  
Date

SAMPLE  
MEMORANDUM

From: Chief, Out-Patient Service  
To: All personnel assigned to Out-Patient Service (Ward 2)

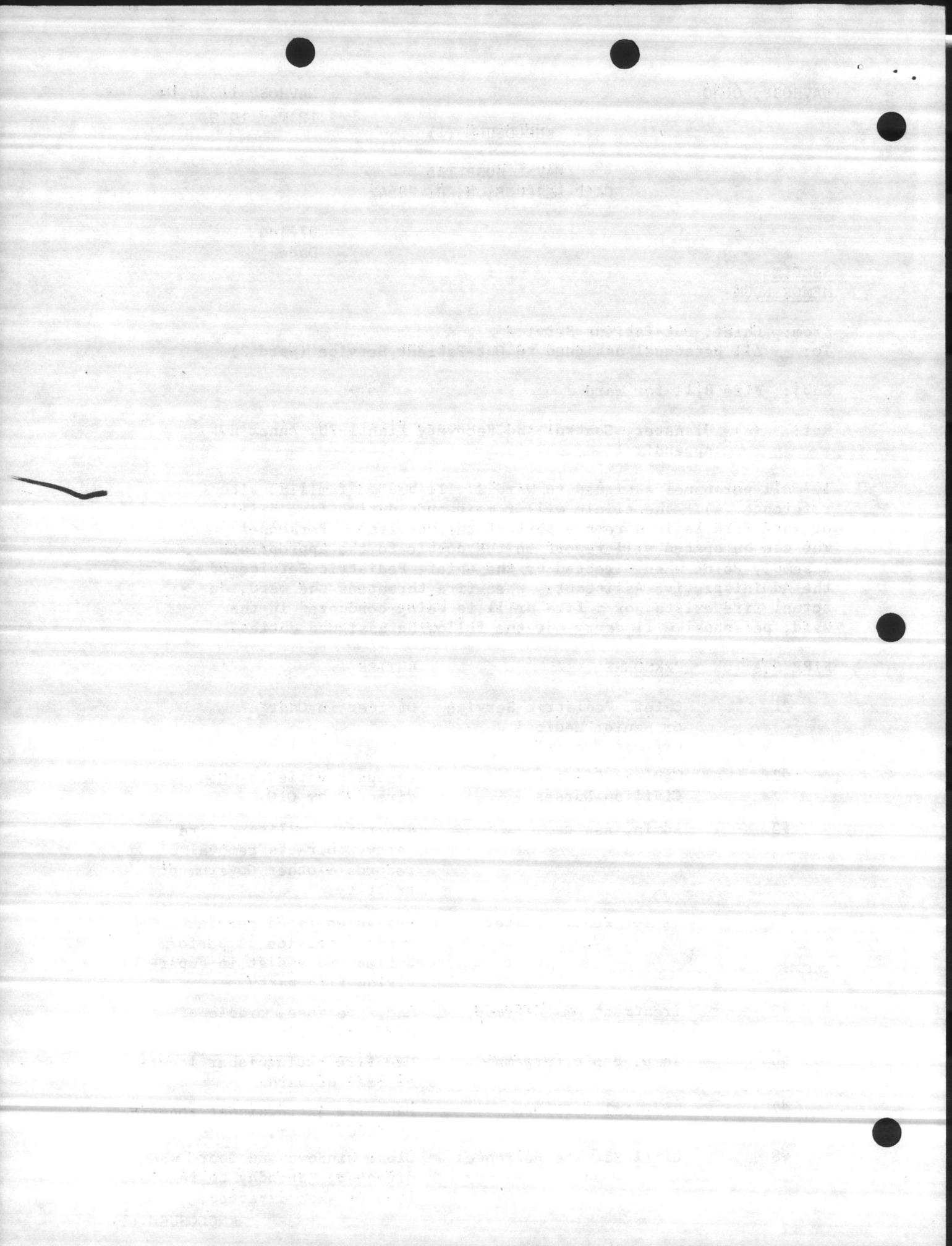
Subj: Fire Bill for Ward 2

Ref: (a) Disaster Control and Recovery Plan 1-70, Annex H,  
Appendix 1

1. All personnel assigned to Ward 2 will become familiar with reference (a). The clinic will remain open during fire drills or when fire is in a remote part of the hospital. Personnel who can be spared will report on the double to the appropriate Assembly Point when directed by the Chief, Pediatric Service or the Administrative Assistant. When fire threatens the ward, an actual fire exists, or a fire drill is being conducted in the ward, personnel will carry out the following assigned duties.

<u>FIRE STATION</u>	<u>PERSONNEL</u>	<u>DUTIES</u>
#1	Chief, Pediatric Service or Senior Medical Officer Present	Officer in Charge
#2	Medical Officer Civilian Nurses	Evacuate patients when directed by OIC.
#3	Admin. Ass't	Supervises military fire party. Directs removal of records & other Government property.
#4	Senior Petty Officer	Assign enlisted personnel & civil service to perform duties and assist in super- vising fire party.
#5	Treatment Rm Corpsman	Man fire hose, middle of ward, left side.
#6	Temp. Booth Corpsman	Man fire extinguisher located at rear of ward.
#7	Hospital Corpsman	Man fire extinguisher located in Record Room.
#8	Civil Service Personnel	Close windows and doors when directed. Standby to remove records when directed.

ENCLOSURE (1)



ENCLOSURE (2)

NAVAL HOSPITAL  
CAMP LEJEUNE, N. C. 28542

SAMPLE

Bldg # \_\_\_\_\_  
Fire Area \_\_\_\_\_  
Signal \_\_\_\_\_  
Date \_\_\_\_\_

Ward #/Dept. \_\_\_\_\_

**CORPSMEN AND PATIENTS DETAIL IN CASE OF FIRE OR FIRE DRILLS**

Senior staff person present will direct the evacuation or securing of ward or space in the event of a fire or a fire drill.

This fire bill will be kept up to date at all times.

Hospital Corpsmen will be assigned details before patients are utilized on this bill. Use blank spaces to list other necessary details and assign personnel.

\_\_\_\_\_ Evacuate patients from \_\_\_\_\_  
the ward

\_\_\_\_\_ Report to scene of fire \_\_\_\_\_  
and muster with CMAA

\_\_\_\_\_ Man fire extinguisher #1 \_\_\_\_\_

\_\_\_\_\_ Man fire extinguisher #2 \_\_\_\_\_

\_\_\_\_\_ Man fire extinguisher #3 \_\_\_\_\_

\_\_\_\_\_ Man fire hose #1 \_\_\_\_\_

\_\_\_\_\_ Man fire hose #2 \_\_\_\_\_

\_\_\_\_\_ Close windows and doors \_\_\_\_\_

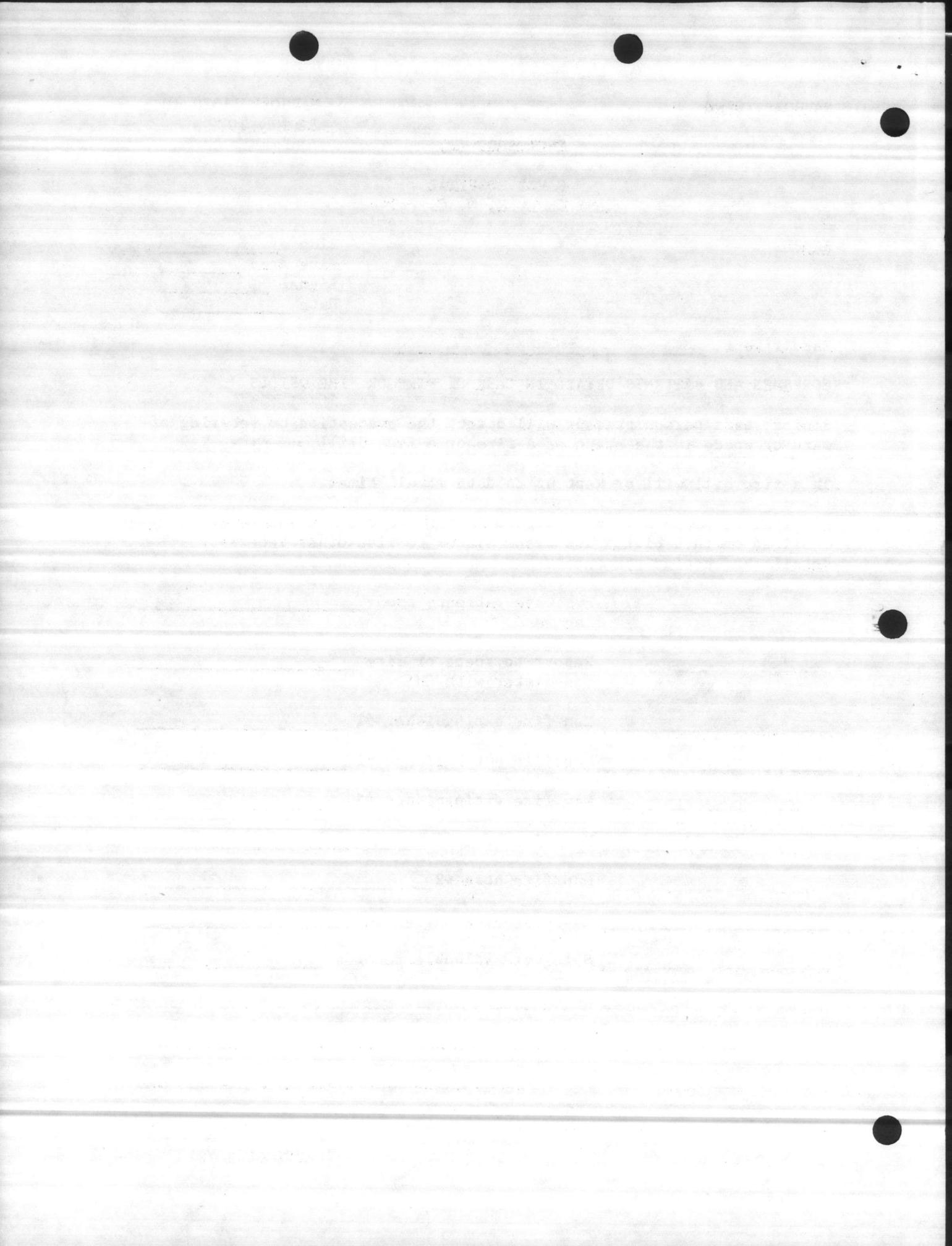
\_\_\_\_\_ Safeguard valuable records \_\_\_\_\_

\_\_\_\_\_

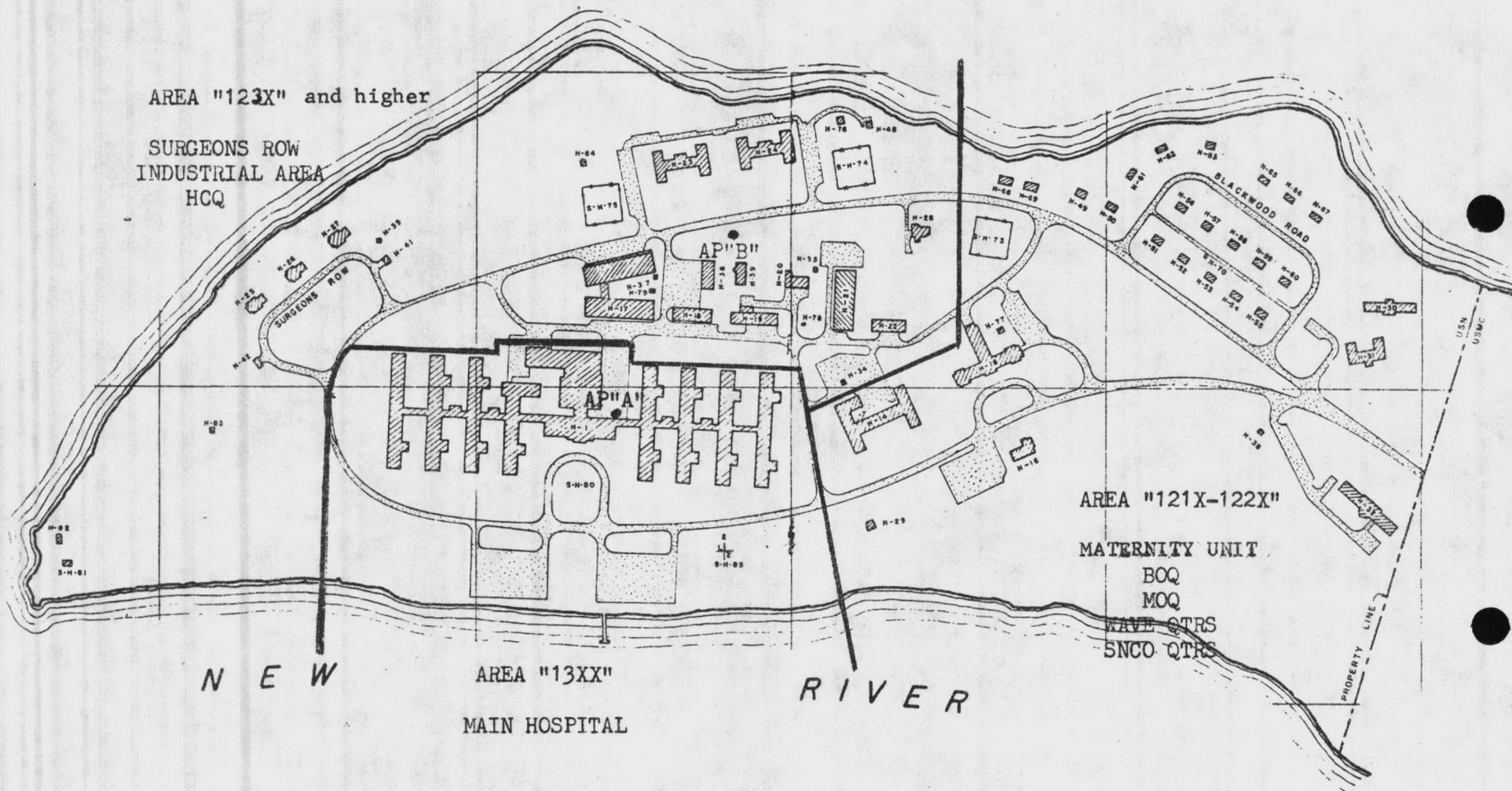
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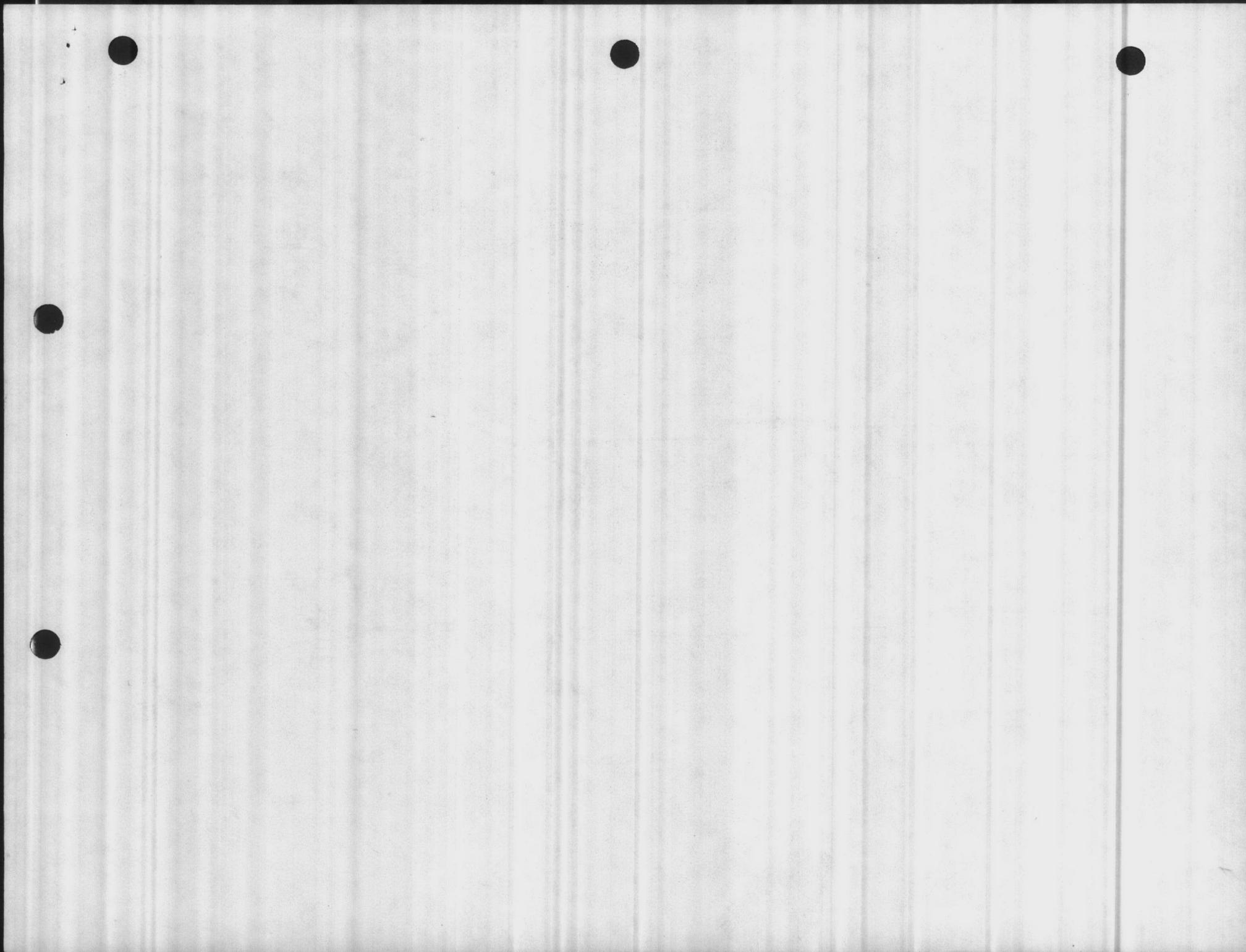
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FIRE BILL AREA MAP  
NAVAL HOSPITAL, CAMP LEJEUNE, N.C.  
28542



Note: AP= ASSEMBLY POINT



**BOX NUMBERS AND LOCATIONS IN THE NAVAL HOSPITAL AREA**

<u>BOX NUMBER</u>	<u>LOCATION</u>	<u>AREA</u>
1212	Near Bldg. H-32 SNCO Qtrs, River Road Gate, Street Box	121x & 122x
1213	" " H-31 SNCO Qtrs, River Road, Street Box	Gate
1214	" " H-66 MOQ, Street Box	MOQ
1215	" " H-55 MOQ, " "	Maternity Unit
1216	" " H-50 MOQ, " "	BOQ
1221	Bldg. H-15 Maternity Unit, Deck #1, Bldg. Box	WAVES Quarters
1222	" H-15 " " " #2, " "	
1223	" H-15 " " " #1, " "	
1224	" H-15 " " " #2, " "	
1225	" H-14 BOQ Deck #2, Bldg. Box	
1226	" H-14 BOQ Deck #1, Bldg. Box	
1231	Near Bldg. H-16 WAVES Qtrs, River Road, Street Box	
1232	Near Bldg. H-14 BOQ, River Road, Street Box	
1233	Bldg. H-22 Warehouse, Automatic Box in Bldg.	Other 12xx
1234	Near Bldg. H-22 Warehouse, Street Box	Industrial
1235	" " H-19 Maintenance Shop, Street Box	Area
1241	" " H-28 AO's Qtrs, Street Box	Senior Officers MOQ
1242	" " H-39 Enl Rec Lounge, Street Box	HCQ
1243	" " H-1 Mess Hall, Street Box	
1244	Bldg. H-17S Supply Warehouse, Automatic Bldg. Box	
1245	Bldg. H-17N Supply Warehouse, Automatic Bldg. Box	
1246	Near Bldg. H-17N Supply Warehouse, Street Box	
1251	" " H-1 Near Ward #6, Street Box	
1252	" " H-26 XO's Qtrs, Street Box	
1261	Bldg. H-24 HCQ-2, Deck #1, Bldg. Box	
1262	" H-24 HCQ-2, " #2, " "	
1271	" H-23 HCQ-1, " #1, " "	
1272	" H-23 HCQ-1, " #2, " "	
<b>NOTE: ABOVE AREAS: ASSEMBLY POINT "B"</b>		<b>ASSEMBLY POINT "B"</b>
<b>NOTE: BELOW AREAS: ASSEMBLY POINT "A"</b>		<b>ASSEMBLY POINT "A"</b>
1312	Bldg. H-1 Ward #3, Deck #1, Bldg. Box	13xx
1313	Bldg. H-1 Ward #5, Deck #1, Bldg. Box	Main Hospital
1314	Near Bldg. H-1 Ward #3, River Road, Street Box	
1315	Bldg. H-1 Ward #3, Deck #1, Bldg. Box	
1316	" H-1 " #18, " #2, " "	
1321	" H-1 " #6, " #1, " "	
1322	" H-1 " #19, " #2, " "	
1323	" H-1 " #20, " #2, " "	
1324	" H-1 " #7, " #1, " "	
1325	" H-1 " #17, " #2, " "	
1326	" H-1 " #2, " #1, " "	
1331	" H-1 " #1, " #1, " "	
1332	" H-1 " #16, " #2, " "	
1333	" H-1, Patient Affairs, Deck #1, Bldg. Box	
1334	" H-1 Operating Room, Deck #3, Bldg. Box	
1335	" H-1 Post Exchange, Deck #2, Bldg. Box	
1336	" H-1 Mess Hall, Deck #1, Bldg. Box	
1341	" H-1 Outside Operating Room, Deck #3, Bldg. Box	
1342	" H-1 Laboratory, Deck #2, Bldg. Box	
1343	" H-1 Main Entrance, Deck #1, Bldg. Box	
1344	Near Bldg. H-1 Hospital Circle, River Road, Street Box	
1345	Bldg. H-1 Ward #15, Deck #1, Bldg. Box	
1346	" H-1 " #26, Deck #2, " "	
1351	" H-1 " #8, " #1, " "	
1352	" H-1 " #21, " #2, " "	
1353	" H-1 " #22, " #2, " "	
1354	" H-1 " #9, " #1, " "	
1355	" H-1 " #25, " #2, " "	
1356	" H-1 " #14, " #1, " "	
1361	Near Bldg. H-1 Ward #13, River Road, Street Box	
1362	Bldg. H-1 Ward #13, Deck #1, Bldg. Box	
1363	" H-1 " #24, " #2, " "	
1364	" H-1 " #10, " #1, " "	
1365	" H-1 " #23, " #2, " "	
1421	" H-1 " #11, " #1, " "	
1422	" H-1 " #12, " #1, " "	
1423	" H-1 Sprinkler System in Operating Room, Automatic Box located in Information Desk	

BOX NUMBERS AND LOCATIONS IN THE NAVAL HOSPITAL AREA

AREA	LOCATION	BOX NUMBER
WAVES ROD Material Unit MOO Cafe 121x & 122x Box	15-15 Main Building, Deck #1, Bldg. box	1212
	" " " " " " " "	1213
	" " " " " " " "	1214
	" " " " " " " "	1215
	" " " " " " " "	1216
	" " " " " " " "	1217
	" " " " " " " "	1218
	" " " " " " " "	1219
	" " " " " " " "	1220
	" " " " " " " "	1221
Senior Officers MOO Area Industrial Open Deck	15-15 Main Building, Deck #1, Bldg. box	1222
	" " " " " " " "	1223
	" " " " " " " "	1224
	" " " " " " " "	1225
	" " " " " " " "	1226
	" " " " " " " "	1227
	" " " " " " " "	1228
	" " " " " " " "	1229
	" " " " " " " "	1230
	" " " " " " " "	1231
MOO MOO MOO MOO MOO MOO MOO MOO MOO MOO	15-15 Main Building, Deck #1, Bldg. box	1232
	" " " " " " " "	1233
	" " " " " " " "	1234
	" " " " " " " "	1235
	" " " " " " " "	1236
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	" " " " " " " "	1238
	" " " " " " " "	1239
	" " " " " " " "	1240
	" " " " " " " "	1241
MOO MOO MOO MOO MOO MOO MOO MOO MOO MOO	15-15 Main Building, Deck #1, Bldg. box	1242
	" " " " " " " "	1243
	" " " " " " " "	1244
	" " " " " " " "	1245
	" " " " " " " "	1246
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	" " " " " " " "	1249
	" " " " " " " "	1250
	" " " " " " " "	1251
MOO MOO MOO MOO MOO MOO MOO MOO MOO MOO	15-15 Main Building, Deck #1, Bldg. box	1252
	" " " " " " " "	1253
	" " " " " " " "	1254
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	" " " " " " " "	1261
MOO MOO MOO MOO MOO MOO MOO MOO MOO MOO	15-15 Main Building, Deck #1, Bldg. box	1262
	" " " " " " " "	1263
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